federal register

TUESDAY, FEBRUARY 24, 1976

PART II:

INTERNATIONAL BOUNDARY AND WATER COMMISSION

United States Section

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PRIVACY ACT OF 1974

Notice of System of Records

INTERNATIONAL BOUNDARY AND WATER COMMISSION

UNITED STATES SECTION

PRIVACY ACT OF 1974

NOTICES OF SYSTEMS OF RECORDS

Notice is hereby given that the United States Section, in accordance with the provisions of Section 552a of the Privacy Act of 1974, proposes to adopt the following notices of the existence and character of systems of records which it maintains which contain information about individuals. Public comment is invited on these notices on or before March 15, 1976.

Any person wishing to submit written data, comments views or arguments on the procedure or routine use of these systems of records should do so by sending same to Special Legal Assistant Frank Fullerton, P.O. Box 20003, El Paso, Texas 79998. Dated this 29th day of January, 1976. For the United States Section, International Boundary and Water Commission:

Frank P. Fullerton
Special Legal Assistant

IBWC/US SEC.-1

System name: Attendance, Leave, and Payroll Records of Employees.

System location: Room 229, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: All employees of the United States Section.

Categories of records in the system: Name, Social Security number and employee number, grade, step, and salary; organization (code), retirement or FICA data as applicable; Federal, state and local tax deductions, as appropriate; IRS tax lien data; savings bond and charity deductions; regular and optional Government life insurance deduction(s), health insurance deduction and plan or code; cash award data; jury duty data; military leave data; pay differentials; union dues deductions; allotments, by type and amount; financial institution code and employee account number; leave status and leave data of all types (including annual, compensatory, jury duty, maternity, military, retirement disability, sick transferred and without pay); time and attendance records, including number of regular, overtime, holiday, Sunday, and other hours worked; pay period number and ending date; cost of living allowances; mailing address; co-owner and/or beneficiary of bonds, marital status and number of dependents; and 'notification of Personnel Action'. The individual records listed herein are included only as pertinent or applicable to the individual employee.

Authority for maintenance of the system: Budget and Accounting Act of 1921, Budget and Accounting Procedures Act of 1950, and 31 U.S.C. 665.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Transmittal of data to U.S. Treasury to effect issuance of paycheck to employees and distribution of pay according to employee directions for savings bonds, allotments, financial institutions, and other authorized purposes. Reporting: tax withholding to Internal Revenue Service and appropriate State and local taxing authorities; FICA deductions to the Social Security Administration; dues deductions to labor unions; withholdings for health insurance to the insurance carriers and the U.S. Civil Service Commission; charity contribution deductions to agents of charitable institutions, annual W-2 statements to taxing authorities and the individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Both manual and machine-readable.

Retrievability: By name and/or employee number.

Safeguards: Physical, technical, and administrative security is maintained, with all storage equipment and/or rooms locked when not in use. Admittance, when open, is restricted to authorized personnel only. All payroll personnel and computer operators and programmers are instructed and cautioned on the confidentiality of the records.

Retention and disposal: Retained on site until after GAO audit, then disposed of or transferred to Federal Records Storage Centers in accordance with the fiscal records program approval by GAO, as appropriate, or General Record Schedules of GSA.

System manager(s) and address: Director, General and Financial Services, United States Section, International Boundary and Water Commission, Room 227, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from Comptroller, Room 212, IBWC Building, United States Section, International Boundary and Water Commission, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conform to the inquiry provisions of the Section's rules as published in this issue of the FEDERAL REGISTER.

Contesting record procedures: The Section's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: Subject individuals, supervisors, timekeepers, official personnel records, and IRS.

IBWC/US SEC.-2

System name: Accounts Receivable.

System location: Room 229, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: Debtors owing money to the Section, including employees, former employees, business firms, general public, and institutions.

Categories of records in the system: Name and address; amount owed, and service, overpayment or other accounting therefor; invoice number, if any.

Authority for maintenance of the system: Budget and Accounting Act of 1921, Budget and Accounting Procedures Act of 1950, and 31 U.S.C. 665.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Billing debtors, and other.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Manual and machine readable copy.

Retrievability: By name, and bill number as appropriate.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose duties require access.

Retention and disposal: Retained until payment is received and account is audited, then disposed of in accordance with Records Control Schedule.

System manager(s) and address: Director, General and Financial Services, United States Section, International Boundary and Water Commission, Room 227, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller United States Section, International Boundary and Water Commission, Room 212, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notifications section above, and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: The Section's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: Subject individual, Contracting Officer, as appropriate, accounting records.

IBWC/US SEC.-3

System name: Confidential statements of employment and financial interests.

System location: File is maintained in Room 229, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: Employees paid at a level of the Executive Schedule in subchapter II of chapter 53 of Title 5, U.S. Code. Agency employees who are required by Ex-

ecutive Order 11222 to file such statements, including former employees.

Categories of records in the system: Contains statements of personal and family holdings and other interests in business enterprises; listing of creditors, outside employment and opinion of reviewing official; and any confirmation material.

Authority for maintenance of the system: Executive Order 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To comply with U.S. Civil Service Regulations (FMP 735), records from an effective system of review for disclosing conflicts or apparent conflicts of interest on the part of employees. Records from this system may be forwarded to the Civil Service Commission when requested. Information may not be disclosed from a statement, other than to designated employees who have an official need, except as the Chairman U.S. CSC or the Commissioner of the United States Section may determine for a good cause shown.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records in sealed envelopes.

Retrievability: Filed alphabetically by name.

Safeguards: Records will be located in a locked box in a combination safe in a secured room with access limited under very controlled conditions to only those officials whose duties require access.

Retention and disposal: These records are disposed of 2 years after separation of the employee.

System manager(s) and address: Comptroller, United States Section, International Boundary and Water Commission, Room 212, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from the Commissioner, United States Section, International Boundary and Water Commission, Room 212, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conforms to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Record source categories: Employees on whom records are maintained.

Systems exempted from certain provisions of the act: Pub. L. 93-579, 552a, Sec. 3, (k)(5).

IBWC/US SEC.-4

System name: Individual identification cards.

System location: Room 206, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: Key employees of the United States Section, International Boundary and Water Commission, whose duties necessitate travel across the border between the two countries, in conduct of the Section's business affairs.

Categories of records in the system: Names, titles, nationalities, places of birth, physical descriptions (color of hair, eyes, and height, etc.), and photographs.

Authority for maintenance of the system: Water Treaty-1944, 5 USC 301, and 44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For the identification of key employees of the two sections of the Commission whose duties necessitate travel across the border between the two countries in conduct of the Section's business affairs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Index card records.

Retrievability: Filed by name, alphabetically.

Safeguards: Records are located in metal card-file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Retain for 6 years after cancellation, and then destroy.

System manager(s) and address: Secretary, United States Section, International Boundary and Water Commission, Room 206, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, United States Section, International Boundary and Water Commission, Room 212, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conform to the inquiry provisions of the Section.s rules as published in this issue of the Federal Register.

Contesting record procedures: The United States Section's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: Individuals to whom records pertain.

IBWC/US SEC.-5

System name: Certificate of Medical Examination.

System location: Room 223, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: All employees of the United States Section.

Categories of records in the system: Medical certificates (SF 78 or equivalent) and any other medical records of examination used to determine an employee's fitness for the job and is to include employee's name, date of birth, and social security number. Parts D, E, and F of the SF 78 are not considered a medical record and are filed in the Official Personnel Folder.

Authority for maintenance of the system: 5 U.S.C. 3301, 3302, and E.O. 10577.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Certificates of Medical Examinations may not be made available to agency personnel other than those who require them to carry out an assigned responsibility.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records kept in a locked file cabinet.

Retrievability: Alphabetical by employee name.

Safeguards: Maintained in locked cabinet.

Retention and disposal: When an employee is transferred to another agency or separated from Federal service, the sealed envelope with medical records should be attached on the right side of the Official Personnel Folder. Medical envelope will be forwarded to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, Missouri 63118, thirty (30) days upon separation of employee. In the case of disability retirements, medical information is obtained and forwarded to the Civil Service's Medical Officer in El Paso, Texas area.

System manager(s) and address: Director of Personnel, United States Section, International Boundary and Water Commission, Room 223, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, United States Section, International Boundary and Water Commission, Room 212, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above. Information may be released upon receipt of a subpoena or to a non-Federal entity or person upon written authorization from employee and the extent of the information will be in accordance with FMP 339.

Contesting record procedures: The United States Section's rules for access to records and for contesting contents and appealing by the individual concerned are in accordance with regulations set forth in FMP 339.

Record source categories: The information in this system of records is provided by either individual's physician or agency's designated physician on individuals to wom the records

pertain.

Systems exempted from certain provisions of the act: Subject system from P.L. 93-579, 552a, Sec. 3, (k)(6), unless approved for release by the Regional Medical Officer of the U.S. Civil Service Commission.

IBWC/US Sec.-5(a)

System name: Equal Employment Opportunity.

System location: Room 227, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: Any employee or applicant for employment who has filed a complaint of discrimination against the United States Section.

Categories of records in the system: Affidavits maintained concerning the following information: the complaint, correspondence related to the complaint and copies of personnel records and information covering how the complaint was resolved.

Authority for maintenance of the system: Executive Orders 11478 and 11141, and Equip Employment Opportunity Act of 1972.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Contents of these records and files may be disclosed and used as follows: a) To the Civil Service Commission for hearings and/or administrative appeals on the complaint of discrimination; b) To the Department of Justice in connection with any suits brought against the agency for alleged discrimination; and c) To the Equal Employment Opportunity Commission for advice and counsel within its jurisdiction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records in file folders.

Retrievability: Files are indexed alphabetically.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are retained for seven years after the close of the case, and then destroyed.

System manager(s) and address: Director, General and Financial Services, United States Section, International Boundary and Water Commission, Room 227, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, United States Section, International Boundary and Water Commission, Room 212, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: The United States Section's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: Data in this system are obtained from the following sources: a) Employees of, or applicants for employment with, the United States Section, involved as complainants, witnesses, etc., in discrimination complaints; b) Reports of investigations and other materials prepared by the Equal Employment Opportunity Director, Equal Employment Opportunity Assistant, counselors, coordinators and investigators; c) Copies of agency documents relevant to any EEO investigations; and d) Records of hearings on complaints.

IBWC/US SEC.-6

System name: Occupational Health and Injury Files.

System location: Room -23, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: All employees of the United States Section who have sustained injuries or other occupational health problems.

Categories of records in the system: a)Accident reports (including CA-1 and CA-2: Federal Employees Notice of Injury or Occupational Disease); b) Claims for compensation for injury or occupational disease (CA-4); c) Claims for continuance of compensation on account of disability (CA-8); d) Logs of employees receiving medical services or who have sustained a work-related injury or disease; e) Health and medical records, including medical reports on the compensation forms or in response to medical treatment and examination; and f) Related correspondence. The above records are maintained for the purpose of identifying and recording those employees who have sustained work-related injuries or other occupational health problems.

Authority for maintenance of the system: 5 U.S.C. Chap. 81, 5 U.S.C. 7153, 5 U.S.C. 7901, The Occupational Safety and Health Act of 1970, and Executive Order 11807.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Occupational injury and illness reports are maintained in order to provide data, including statistical data required by the Occupational Safety and Health Administration, Department of Labor; and the Office of Workers Compensation Programs, the Department of Labor.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records in file cabinets.

Retrievability: Records are filed alphabetically.

Safeguards: Records are located in lockable metal file cabinet with access limited to those whose official duties require access.

Retention and disposal: All files in this system are retained indefinitely while employee remains with the U.S. Section and are disposed when they are 5 years old if employees have been separated. Files are destroyed in accordance with standard procedures.

System manager(s) and address: Director of Personnel, United States Section, International Boundary and Water Commission, Room 223, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, Room 212, IBWC Building, United States Section, International Boundary and Water Commission, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: Official records are maintained by the Office of Workers' Compensation Programs (OWCP), New Orleans, La., or other district offices of the OWCP, and records contested must be done with that agency under their contesting procedures. Information and address may be obtained from the Comptroller, address as noted under notification section above.

Record source categories: Information contained in the system is obtained from: employees who have suffered a work-related illness or injury, U.S. Section supervisory personnel, medical authorities treating or examining the employee, and witnesses to an accident or occurrence giving rise to a claim.

Systems exempted from certain provisions of the act: P.L. 93-579, 552a, Sec. 3., (k)(1) and (4). Records maintained under this system are unofficial copies of OWCP records and are maintained to assist in processing compensation claims. Persons seeking information under this system should follow the directions given under the notification procedure above. Information will be given to supervisors and to the employee covered by the record if the material is not considered detrimental to the employee's wellbeing. Requests for information which appears detrimental will be referred to the OWCP for opinion prior to release.

IBWC/US SEC.-7

System name: Motor Vehicle Operator Records.

System location: Room 223, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: All employees of the Section who are seeking or holding a U.S. Government Motor Vehicle Operator's Identification Card.

Categories of records in the system: The system of records contains information relating to the use of government vehicles. Records include applications for government driver.s license, Social Security Number, physical fitness statements, driving violation records, road test results, and pertinent correspondence.

Authority for maintenance of the system: Federal Property and Administrative Services Act of 1949, as Amended (40 U.S.C. 471, et seq.).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in these records may be used: a) To supply the U.S. Section with information necessary and relevant to the U.S. Section's functions; b) In support of the function for which the records are collected and maintained, or for related personnel functions; c) To request information from State and local police departments to determine an employee's eligibility for a government license; d) A record from this system may be disclosed, as a routine use, for litigation in a court, or to a magistrate or administrative tribunal, including disclosures to opposing counsel in the course of settlement or negotiations; e) should the system of records maintained by this agency indicate a violation or potential violation of law, the rele-

vant records may be referred, as a routine use to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigation or prosecution.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are stored in a file cabinet.

Retrievability: Records are filed alphabetically by name of employee. Transferred to inactive chronological file upon separation of employee or upon rescission of authorization to operate a Government-owned vehicle.

Retention and disposal: Disposed of 3 years after separation of employee or 3 years after rescission of authorization to operate a government-owned vehicle, whichever is the earlier.

System manager(s) and address: Director of Personnel, United States Section, International Boundary and Water Commission, Room 223, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, Room 212, IBWC Building, United States Section, International Boundary and Water Commission, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: The Section's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: Individual to whom record pertains, witnesses to driving violations, police and court records, and Road Test Examiners.

IBWC/US SEC.-8

System name: Employee Travel Records.

System location: Room 223, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: Employees and applicants selected for appointment in shortage category occupations.

Categories of records in the system: Name, address, estimated travel expense, mode of travel, employment service agreement, and travel orders.

Authority for maintenance of the system: Budget and Accounting Act of 1921; Accounting and Auditing Act of 1950; and Federal Claim Collection Act of 1966.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used to document authority for change of duty station travel and the oayment of authorized travel expenses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Manual and machine readable paper copy.

Retrievability: Filed in chronological order.

Safeguards: Records are located in lockable metal file cabinets or secured premises with access limited to those whose official duties require access.

Retention and disposal: Retained according to GSA Federal Travel Regulations, and then disposed of according to Records Control Schedule.

System manager(s) and address: Director of Personnel, United States Section, International Boundary and Water Commission, Room 223, IBWC Building, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, United States Section, International Boundary and Water Commission, Room 212, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: The Section's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: Subject individual, supervisors, and finance (or accounting) office standard references.

Systems exempted from certain provisions of the act: P.L. 93-579, 552a, Sec. 3., (k) (l) and (4).

IBWC/US SEC.-9

System name: Freedom of Information Act Requests for Records.

System location: Room 212, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: Individuals requesting copies of records from the United States Section under the provisions of the Freedom of Information Act, as amended.

Categories of records in the system: Name, address, and telephone number; description or identification of records requested, furnished, and/or denied; dates of request and response; amount of fees paid, reduced or waived, if any; payment delinquencies, if any; petitions of indigency; appeals of denials; final determinations; and names and titles of denying officials and determining officials.

Authority for maintenance of the system: Freedom of Information Act, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Annual Report to the Congress under section (d) of the Freedom of Information Act, as amended, and available for public inspection at all times.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records in file folders.

Retrievability: Indexed chronologically by date received.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are retained in accordance with the United States Section's Records Disposal Schedule.

System manager(s) and address: Comptroller, United States Section, International Boundary and Water Commission, Room 212, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, United States Section, International Boundary and Water Commission, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: The Section's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: Subject individuals and Section officers and employees engaged in processing or making determinations with respect to FOIA requests.

IBWC/US SEC.-10

System name: General Personnel Records in Headquarters and Field Offices.

System location: Headquarters Personnel Offices and Field Office where individual is employed.

Categories of individuals covered by the system: Current employees of the U.S. Section.

Categories of records in the system: This system consists of a variety of records such as general correspondence and subject files relating to employment or conditions of employment, promotion files, SF-50 Chronological File, SF-52, Request for Personnel Action Files, leave files, training records, central personnel data file (CPDF) and retirement records relating to personnel actions and determinations made about an individual relating to name; birth date; home address; telephone number; emergency addressee; social security number; veterans preference; tenure; work connected injuries; handicap code; employment history; qualifications background; past and present salaries, grades and position titles; training; awards and other recognition; counseling; performance appraisal; conduct; pay and leave; and data documenting reasons for personnel actions, decisions or recommendations made about an employee; and background data and documentation leading to an adverse action being taken against an employee.

Authority for maintenance of the system: 5 U.S.C. 1302, 2951, 4118, 4308, 4506, 7501, 7511, 7521, and Executive Order 10561.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in these records may be used: a) By an agency of the Federal Government having oversight or review with regard to Civil Service Commission activities. b) In the event an appeal is made outside the Section, records which are relevant may be referred to the appropriate agency charged with rendering a decision on the appeal. c) Information can be disclosed as follows, without prior employee consent:

1) To the Public: Employee name; position title/grade (past/present); salary (past/present); and duty station (past/present - as specific as building/room number).

2) To a Prospective Federal Employer: All items on SF 75.

3) To a Prospective Non-Federal Employer: Employee name; position title/grade (past/present); salary (past/present); duty station (past/present); tenure of employment; Civil Service status; length of service (IBWC/Federal government); and date/reason for separation (on SF-50).

4) To a Police/Court: Any information requested for law enforcement purposes.

5) To a Credit Firm:

a. May be provided: Employee name; position title/grade (past/present); salary (present/past); duty station (present/past).

b. May only be verified (the firm may be told if their information is correct; if not correct, it is not permitted to disclose the "right answer"); tenure of employment; Civil Service status; and length of service (U.S. Section/Federal Government)

Any other disclosure requires prior written consent.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders, index cards and computer printouts.

Retrievability: Records are indexed by any combination of name, birth date, social security number, or identification number. Records are used by operating officials in carrying out their personnel management responsibilities. They may be used in this connection in recommending or taking personnel actions such as are related to appointments, transfers, promotions, reassignments, adverse actions; as a base for employee development, training, recognition, reprimands, and disciplinary actions; for making decisions on employee complaints; and as a base for staffing and budgetary planning and control, organizational planning, and for manpower utilization purposes; and for preparing statistical or summary reports. They may also be used by appropriate officials in making decisions on grievances, appeals, and adverse actions.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access.

Retention and disposal: Retained during the period of employment of the individual. Destroyed or transferred to the Official Personnel Folder, as appropriate, when an individual resigns, transfers or is separated from the Federal service.

System manager(s) and address: Director of Personnel, United States Section, International Boundary and Water Commission, Room 223, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, United States Section, International Boundary and Water Commission, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: The Section's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: Information in this system of records either comes from the individual to whom it applies, is derived from information he supplied, or is provided by supervisors of the United States Section, International Boundary and Water Commission.

Systems exempted from certain provisions of the act: P.L. 93-579, 552a, Sec. 3, (k)(6) and (7).

IBWC/US SEC.-11

System name: Investigative Records.

System location: Room 223, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: Current employees.

Categories of records in the system: Name; address; date and place of birth; citizenship; physical characteristics; employment and military service history; credit references and credit records; education; medical history; arrest records; Federal employee relatives; dates and purpose of visits to foreign countries, passport numbers; names of spouses, relatives, references, and personal associates; activities; and conflict of interest, security, and suitability materials.

Authority for maintenance of the system: Executive Orders 10450 and 11652.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records maintained to determine suitability for Federal employment.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Locked cabinets in secure rooms in guarded building, and used only by authorized screened personnel.

Retention and disposal: Investigative records are retained until cases are closed; other records are disposed of in accordance with the provisions of the Section's Record Central Schedule.

System manager(s) and address: Director of Personnel, United States Section, International Boundary and Water Commission, Room 223, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, Room 212, IBWC Building, United States Section, International Boundary and Water Commission, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: The Section's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: Information contained in the system was obtained from the following categories of sources: a) Applications and other personnel and security forms furnished by the individual. b) Investigative and other record material furnished by other Federal agencies. c) Notices of personnel actions furnished by other Federal agencies. d) By personal investigation or written inquiry from sources such as employers, educational institutions, references, neighbors, associates, police departments, courts, credit bureaus, medical records, probation officials, prison officials, newspapers, magazines, periodicals, and other publications. e) Published hearings of Congressional Committees.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempt from 5 USC 552a(c) (3), (d), (e)(1), (e)(4), (G), (H), and (f). See U.S. Section rules published on this same date in the Federal Register.

IBWC/US SEC.-12

System name: Employees' Vehicle Accident Reports.

System location: Room 229, IBWC Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: All employees of the United States Section.

Categories of records in the system: Full name and address; vehicle tag number; amount due; service required; invoice, or other pertinent identification, number; cost code, if available, and applicable appropriation symbol.

Authority for maintenance of the system: Federal Property and Administrative Services Act of 1941, as Amended (40 U.S.C. 471, et seq.).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Billing purposes - identifiable supporting documents.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: See "Retention and Disposal".

Storage: Paper records in file folders.

Retrievability: By name, and bill, purchase order or invoice number.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Retain 3 fiscal years on hand; other records stored until they have undergone audit by GAO, and then disposed of in accordance with Records Control Schedule.

System manager(s) and address: Director, General and Financial Services, United States Section, International Boundary and Water Commission, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, United States Section, International Boundary and Water Commission, Room 212, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: The United States Section's rules for access to records and for contesting and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: Subject individual, supervisors and/or Finance Office standard references.

IBWC/US SEC.-13

System name: Records of Cash Receipts.

System location: Room 229, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: Persons paying for goods or services, reimbursing overpayments, or otherwise delivering cash to the Section.

Categories of records in the system: Individual's name, the goods or services purchased, amount date, check number, division or office, bank deposit, treasury deposit number.

Authority for maintenance of the system: Budget and Accounting Act 1921, Budget and Accounting Procedures Act 1950, and 31 U.S.C. 665.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Accounting for all monies received by the Section.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Manual and machine-readable paper copy.

Retrievability: Name and/or account or bill number.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Permanently maintained.

System manager(s) and address: Director, General and Financial Services, United States Section, International Boundary and Water Commission, Room 227, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, United States Section, International Boundary and Water Commission, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: The United States Section's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: Subject individual.

IBWC/US SEC.-14 WBDisciplinary Action, Appeal, and Grievance Files; and Unfair Labor Practice Charges/Complaints.

System location: Room 223, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: U.S. Section employees who may or have been subjects of disciplinary action and employees who have filed appeals or grievances.

Categories of records in the system: This system contains the following records: a) Warning letters and official reprimand files; b) Grievance files (Agency or negotiated); c) Adverse action decision letters; d) Disciplinary action files; e) Appeals hearing transcripts (if held); f) Background information in support of disciplinary and adverse actions; and g) Unfair labor practice charges/complaints. The above records are maintained to identify, record, and document those employees who have received disciplinary actions, adverse actions or have received notice of proposed adverse action, and those who have filed grievances, complaints, charges, and appeals.

Authority for maintenance of the system: E.O. 10987, E.O. 11787, E.O. 11491, and 5 U.S.C. Chapter 77.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: a) To the Civil Service Commission on request in conjunction with any appeal or in conjunction with its official duties with regard to personnel matters and investigation regarding complaints of Federal employees and applicants. b) To designated officers and employees of other Federal agencies conducting investigations of an individual for the purpose of granting a security clearance or access determination, and having a need to evaluate qualifications, suitability, and loyalty to the United States Government in connection with employment. c) In the event of any indication of any violation of the law or potential violation of the law, the relevant records in the system may be referred, as routine use, to the appropriate Federal agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcement or implementation of the statute, rule, regulation or order issued pursuant thereto. d) To respond to a court subpoena and/or refer to a district court in connection with a civil suit. e) To designated hearing examiners, arbitrators, and third-party appellate authorities involved in the hearing or appeal processes. f) Information is also transmitted to investigative officials of the Department of Labor as well as to the Federal Labor Relations Council for settlement of the complaint or appeal.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: All records within this system are maintained on paper, in metal file cabinets.

Retrievability: Records are retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets.

Retrievability: Records are retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with GSA FPMR 101-11.4.

System manager(s) and address: Director of Personnel, U.S. Section, International Boundary and Water Commission, Room 223, IBWC Building, El Paso, Texas 79902.

Notification procedure: Information may be obtained from Comptroller, U.S. Section, International Boundary and Water Commission, Room 212, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: The United States Section's rules for contesting contents, and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: The sources of these records are: a) Individual to whom the record pertains; b) Agency officials; c) Affidavits or statements from employee; d) Testimonies of witnesses; e) Official document relating to the appeal, grievance, or complaints; and f) Correspondence from specific organization or persons.

Systems exempted from certain provisions of the act: P.L. 93-579, 552a, Sec. 3, (k)(1) and (2).

IBWC/US SEC.-15

System name: Official Personnel Folder.

System location: Room 223, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: All employees of the United States Section.

Categories of records in the system: Official Personnel Folder, name, social security number; birth date; employment history; education; job and pay data; performance reviews; letters of commendation; reprimand; training certificates; salary and benefits information, to include allowance and insurance date; travel orders and general correspondence; other personnel data such as security clearance, loyalty, military service evidence, injury reports, suggestions, health qualification records, etc.

Authority for maintenance of the system: Executive Order 10561 dated 09-13-54 and Civil Service Part 293 and Part 294 of the regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: a) To provide hard-copy documentation on employees' current job and pay data, past job history, career progression, etc. Used to determine qualifications and to provide information for processing personnel actions. b) Information can be disclosed as follows, without prior employee consent:

1) To the Public: employee name; position title/grade (past/present); salary (past/present); and duty station (past/present - as specific as building/room number).

2) To a Prospective Federal Employer: All items on SF 75.

3) To a Prospective Non-Federal Employer: Employee name; position title/grade (past/present); salary (past/present); duty station (past/present); tenure of employment; Civil Service status; length of service (IBWC/Federal government); and date/reason for separation (on SF 50).

4) To a Police Court: Any information reouested for law enforcement purposes.

5) To a Credit Firm:

a. May be provided: Employee name; position title/grade (past/present; salary (present/past); duty station (present/past).

b. May only be verified (the firm may be told if their information is correct; if not correct, it is not permitted to disclose the "right answer"); tenure of employment; Civil Service status; and length of service (IBWC/Federal Government).

Any other disclosure requires prior employee written consent.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records in file folders.

Retrievability: Alphabetically by employee name.

Safeguards: Folders maintained in locked filing cabinets.

Retention and disposal: Folders are maintained for all current employees for the duration of their employment. Folders are transmitted to the Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, Missouri 63118, 30 days after separation except for employees leaving on military furlough, with retirement applications pending, or compensation cases pending which have not been adjudicated.

System manager(s) and address: Director of Personnel, United States Section, International Boundary and Water Commission, Room 212, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, United States Section, International Boundary and Water Commission, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: The United States Section's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: Applications for Employment; Application for Fidelity Bond, College Transcripts; Personnel Actions; Performance Reviews and/or Personnel Evaluation Reports; Letters of Commendation, Reprimand; Training Certificates; Travel Orders; Employee Insurance Data; Certificate of Clearance; Loyalty Affidavit.

Systems exempted from certain provisions of the act: P.L. 93-579, 552a, Sec. 3, (k)(s), (4), (6), and (7).

IBWC/US SEC.-16

System name: Service Record.

System location: Room 223, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: All employees of the United States Section.

Categories of records in the system: Official summary of employment history to include name, social security number; date of birth; service computation date, veterans preference, life insurance enrollment, retirement, handicap code, performance reviews, to include date and type; service award data; employment record to include date and type, job data, pay data, separation date.

Authority for maintenance of the system: FPM 293-31.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To have a ready reference to official summary of employment history, chronology of personal and service data of employees and provide information for processing personnel actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records filed in kardex or file box.

Retrievability: a) Arranged by budgeted position in organization sequence; b) by pay plan; c) by descending grade level within each pay plan.

Safeguards: Maintained in secured room.

Retention and disposal: Dispose 3 years after year of employee's separation or transfer to another agency.

System manager(s) and address: Director of Personnel, United States Section, International Boundary and Water Commission, Room 223, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, United States Section, International Boundary and Water Commission, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: The United States Section's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: Personnel Actions, Performance Reviews and/or Personnel Evaluation Reports; application form, training certificates, service award certificates.

Systems exempted from certain provisions of the act: P.L. 93-579, 552a, Sec. 3, (k)(4).

IBWC/US SEC.-17

System name: Employment Resources File.

System location: Room 223, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: Applicants for positions with the U.S. Section.

Categories of records in the system: Applications for employment, including SF-171's and other submitted papers.

Authority for maintenance of the system: 5U.S.C. 301, 15 U.S.C. 634(b)(6), and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To maintain a source of qualified applicants for the purpose of filling vacancies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records files in file folders.

Retrievability: Grouped by positions for which applicant appears qualified; arranged by name within position groupings.

Safeguards: Maintained in locked metal files.

Retention and disposal: Applications considered active for 2 years; destroy after 2 years from date signed except on the written request that they be returned to individuals.

System manager(s) and address: Director of Personnel, United States Section, International Boundary and Water Commission, Room 223, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, United States Section, International Boundary and Water Commission, Room 212, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section abover and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: The United States Section's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: Applicant; previous employers.

Systems exempted from certain provisions of the act: P.L. 93-579, 552a, Sec. 3, (k)(6) and (7).

IBWC/US SEC.-18

System name: Incentive Awards Files.

System location: Room 223, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: All current or former employees of the United States Section, or outside persons who submit suggestions.

Categories of records in the system: a) Award Certificates; b) Letters of commendation, citation, and awards; c) Letters of non-adoption of suggestions. These records and related supporting material are maintained for the purpose of identifying and recording those employees who have submitted suggestions or have been nominated for civic contributions or performance awards and those employees who have received recognition for suggestions and job performance and civic contributions.

Authority for maintenance of the system: 5 U.S.C. Chapter 45.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To accomplish staff comments, or comments from other agencies, to support justification for award nominations or disapproval of award nominations in order to present findings to the Incentive Awards Committee or other U.S. Section officials, or to the U.S. Civil Service Commission upon request.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records in file cabinets.

Retrievability: Suggestions filed by suggestion number. Performance nominations are filed chronologically by type of award.

Safeguards: When not in use by authorized personnel, files are stored in lockable filing cabinets or in a secured room.

Retention and disposal: Cutoff at end of Calendar Year; dispose of after 2 years.

System manager(s) and address: Director of Personnel, United States Section, International Boundary and Water Commission, Room 223, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, Room 212, IBWC Building United States Section, International Boundary and Water Commission, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: The Section's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: Employees, supervisors, management officials, Incentive Awards Committee, officials with other agencies, and members of the public, if appropriate.

Systems exempted from certain provisions of the act: P.L. 93-579, 552a, Sec. 3, (k)(4).

IBWC/US SEC.-19

System name: Travel Advance Register Files.

System location: Room 229, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: All employees of the United States Section who are required to travel either for frequent intermittent periods or sustained periods of time.

Categories of records in the system: File contains: Employee name, area of assignment and dollar amount advanced.

Authority for maintenance of the system: Budget and Accounting Act 1921, Budget and Accounting Procedures Act of 1950, and 31 U.S.C. 665.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Accounting Section utilizes file to monitor travel advances paid out.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: All records are retrieved, retained, stored and disposed by authorization of records control schedule.

Storage: Copies of checks and listing of persons issued travel advances.

Retrievability: Alphabetically by employee name.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Cutoff after advance has been repaid. Destroy after audit by GAO.

System manager(s) and address: Director, General and Financial Services, United States Section, International Boundary and Water Commission, Room 227, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, United States Section, International Boundary and Water Commission, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: The United States Section's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: Checks issued to employees for permanent travel advance.

IBWC/US SEC.-20

System name: Employer's Quarterly Federal Tax Return Files.

System location: Room 229, IBWC Building, 4110 Rio Bravo, El Paso, Texas, 79902.

Categories of individuals covered by the system: All employees of the United States Section.

Categories of records in the system: These files consist of Treasury Department Form 941, other comparable forms computer printouts, magnetic tape and related documents showing reports of Federal and State tax withheld from employees and the banking and payment thereof.

Authority for maintenance of the system: Budget and Accounting Act 1921, Budget and Accounting Procedures Act 1950, and 31 U.S.C. 665.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For reconciliation and payment of taxes withheld from employees and employer's share. To provide Internal Revenue Service with record representing wages covered by social security.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: All records are retrieved, retained, stored and disposed of by authorization of the records control schedule.

Storage: Manual and machine readable paper copy.

Retrievability: By name or employee number.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Transfer to Federal Records Center after GAO audit.

System manager(s) and address: Director, General and Financial Services, United States Section, International Boundary and Water Commission, Room 227, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, United States Section, International Boundary and Water Commission, Room 212, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: The United States Section's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of this Federal Register.

Record source categories: Data stored in payroll master file.

IBWC/US SEC.-21

System name: Privacy Act Request File.

System location: Room 212, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Categories of individuals covered by the system: All individuals who request information on records concerning them which are in the custody of the United States Section, or individuals who request access or amendment to such records under the provisions of Title 5 United States Code, Section 552a (The Privacy Act of 1974).

Categories of records in the system: Files contain copies of correspondence between the individual and United States Section custodian officials, written summaries of verbal conversations with the individual; coordination documents between the United States Section and other Federal, state, and local government agencies when records which are the subject of an individual inquiry were originated by another agency; and copies of documents which are the subject of an individual inquiry. Originals of amendment requests, refusals, and appeals accumulated by the custodian of the records concerned are included in the file containing those records.

Authority for maintenance of the system: 5 USC 552a (The Privacy Act of 1974).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Files are used to process and coordinate requests for information access, and amendment of personal records; to process and record appeals by the individual against agency rulings; and to assure timely response to requestors.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records in file folders.

Retrievability: Filed by individual's name.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are permanent. They are cut off at the end of the calendar year, held two years in inactive files, and subsequently retired to Records Center.

System manager(s) and address: Comptroller, United States Section, International Boundary and Water Commission, Room 212, IBWC Building, 4110 Rio Bravo, El Paso, Texas 79902.

Notification procedure: Information may be obtained from: Comptroller, Room 212, IBWC Building, United States Section, International Boundary and Water Commission, 4110 Rio Bravo, El Paso, Texas 79902.

Record access procedures: Requests from individuals should be addressed to Comptroller, same address as stated in the notification section above, and conform to the inquiry provisions of the Section's rules as published in this issue of the Federal Register.

Contesting record procedures: The United States Section's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules

Record source categories: Records are obtained from the individual requestor, and agencies of Federal, state, and local governments.

Systems exempted from certain provisions of the act: The majority of records in this system are not exempt; however, copies of documents to which an individual has been denied access infer the provisions of 5 USC 552a, subsections j(2), k(1), k(2), K(3), k(4), k(5), k(6), or k(7), are exempt from disclosure.

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